

I. GENERAL INFORMATION

The U.S. Consulate General Shanghai has a requirement for a firm to design and maintain the website in Agriculture Trade Office. It is essential for this business website to have an English section for U.S. exporters, a Chinese section for host country traders, and also a section that will provide professional trade services for our U.S. constituents. Professional trade services include but are not limited to advising on export preparation to China and business to business (B2B) introductions for U.S. exporters to Chinese trade. The project's goal is to increase business opportunities through dissemination of trade information and connecting U.S. agriculture with the Chinese food industry.

Firms responding to this announcement on or before closing date will be considered for selection using the evaluation criteria of lowest price, technically acceptable offer.

II. GENERAL REQUIREMENTS

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting their proposal:

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records; and,
- Identify specialized experience and technical competence required to perform the work in accordance with this solicitation.
- Have a detailed cost breakdown

- Have a good communication and presentation skill

For a copy of the full solicitation documents, please email **Contracting Officer, Jennifer Maatta** at MaattaJL@state.gov. The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by May14, 2015, Thursday, 5PM.